

PROCESSING STEPS

A. Before an individual accepts an offered position, they must know what expense's DOE will pay for. Refer to the section on Entitlements.

B. After the employee has accepted a position, the following steps should be taken.

1. An EOD date for the employee to start work at the new station is established. This date should also be coordinated with the office scheduling the PCS move.

For moves into Headquarters (HQ):

Mary Johnson/Lucia Chestnut: (202) 586-3601

For moves to field locations other than HQ:

PCS Assistance Line: (301) 903-8689 or (800) 832-0890 ext. 38689

or at the following internet address: pcs.travel@hq.doe.gov

2. Transferees should be accorded a minimum of 45 days to report. A new appointee should be accorded the same minimum 45-day notice even though no other agency is involved in establishing a reporting date.
3. Obtain the employee's signature for the 1-year service agreement (see Attachment 2). Examples include agreement for transferee and agreement for a new appointee.
4. Employees may be required to complete a questionnaire (see Attachment 3) before the travel orders are issued for allowable expenses and arrangements for the move. Employees may also be required to complete a "Direct Deposit for PCS Travel" form so that reimbursement can be made by electronic funds transfer (see Attachment 4).
5. The Change of Station Authorization using HQ F 1510.1B, Travel Authorization, together with DOE F 1510.9, Request and Authorization for Official Travel (Change of Station) is prepared by the office scheduling the move. The employee will receive a copy of the travel orders after they are approved. These two forms constitute the Change of Station Authorization. **DO NOT INCUR ANY EXPENSES UNTIL YOU HAVE AN APPROVED AUTHORIZATION.**
6. Any advance of funds required will be obtained from the individual's Government issued charge card. Paperwork will be initiated if the individual does not have a card.

7. If the employee is a transferee and requests the use of third party relocation services, the employee must complete a DOE F 1500.6, Employee Application Request for Relocation Services (see Attachment 5). This application should be submitted to the office scheduling the move. A DOE F 4200.33, Procurement Request Authorization (PR), will be prepared by this office and forwarded to Procurement, along with the Change of Station Authorization. The employee will then be contacted by the third party relocation contractor within two weeks.
 8. The employee will also be contacted by a Transportation Specialist to coordinate household goods and temporary storage arrangements with the moving company, if applicable. The employee has the option of requesting shipment of household goods by either DOE or the third party relocation contractor. The third party relocation contractor can only coordinate movement of household goods if they are also used for real estate transactions.
- C. The employee will submit a SF 1012, Travel Voucher (see Attachment 6, for a blank form to be used), for reimbursement. Each entitlement should be vouchered separately. Receipts are required for lodging and all items over \$75.00.
- D. Reimbursement will be made to the traveler within 10 working days of receipt of a voucher by the Travel Division, Capital Accounting Center (CAP Center). Amounts will also be included in the employee's Earnings and Leave Statement, Wage and Tax Statement (W-2). (See Attachment 7)
- E. The employee will be provided with a detailed breakdown of payments made for moving expenses by January 31 of the calendar year in which relocation payments were made for tax purposes. (See Attachment 8)
- F. The employee will be notified by the Travel Division, CAP Center, during the first quarter of the calendar year if eligible for Relocation Income Tax Allowance (RITA).
- G. The maximum time limitation for the completion of a PCS move is two years from the date the employee reports for duty.